

**Authorized Program Expenditures**  
for Recipients of FFY 2004 Massachusetts  
Homeland Security  
**Local Preparedness Grants**

## **This document provides guidance about the Authorized Program Expenditures for Recipients of FFY 2004 Massachusetts Homeland Security Local Preparedness Grants**

The Massachusetts Homeland Security **Local Preparedness Grants** were derived from the FFY 2004 State Homeland Security Program (SHSP) that provides funds to enhance the capability of State and local units of government to prevent, deter, respond to, and recover from incidents of terrorism involving the use of chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons and cyber attacks. These funds support costs related to homeland security and emergency operations planning activities; the purchase of specialized equipment; costs related to the design, development, and conduct of a State CBRNE and cyber security training programs and attendance at ODP-sponsored courses; the design, development, conduct, and evaluation of CBRNE and cyber security exercises; and other costs associated with implementing the State Homeland Security Strategies (SHSS).

For those States and local units of government that have addressed agriculture in their strategies, the FY 2004 SHSP provides funds in the same broad categories of planning, equipment, training and exercises, as well as agriculture-specific equipment that could be utilized to address specific gaps in preparedness, prevention, and recovery within the agriculture sector.

### **C. Authorized Program Expenditures**

Funding may be used in any of four categories: (1) planning; (2) equipment acquisitions; (3) training; (4) exercise

#### **Allowable Planning Costs**

Planning funds may be used to pay for the following types of planning activities:

- Establishment or enhancement of mutual aid agreements
- Development or enhancement of emergency operations plans and operating procedures
- Development of terrorism prevention/deterrence plans
- Development or enhancement of response and recovery plans
- Development or enhancement of cyber security plans
- Development or enhancement of cyber risk mitigation plans
- Development of communications and interoperability protocols and solutions
- Coordination of citizen and family preparedness plans and programs, including donations programs and volunteer initiatives
- Conducting local or regional program implementation meetings
- Conducting point vulnerability assessments at critical infrastructure and development of remediation/security plans
- Conducting cyber risk and vulnerability assessments

- Development or enhancement of continuity of operations and continuity of government plans
- Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (not for the purpose of hiring public safety personnel)
- Conferences to facilitate activities listed above
- Materials required to conduct activities listed above
- Travel/per diem related to above activities

### **Allowable Equipment Costs Summary**

The foundation of the FY 2004 SHSP authorized equipment list (AEL) is the Standardized Equipment List (SEL), which was developed by the Interagency Board (IAB) for Equipment Standardization and Interoperability. Changes and additions to the AEL reflect input received by the DHS-ODP from State and local responders and reflect a continued commitment to better serve the nation. The new AEL also comports closely with the SEL, but has additional categories and equipment. A cross-section of officials representing the U.S. Department of Homeland Security, the U.S. Department of Justice, the Public Health Service, the U.S. Department of Energy, and State and local CBRNE response experts assisted in the development of this authorized equipment purchase list and in identifying unallowable items.

The following list is intended as a summary guide. **Please consult the separate document titled “fy04\_EquipmentlistSHSG” on the EOPS web site [www.mass.gov/ccj/hsggrant.htm](http://www.mass.gov/ccj/hsggrant.htm) for a detailed list within in each category.** If grantees have questions about eligibility of equipment not specifically addressed, they must contact the Massachusetts Executive Office of Public Safety for clarification.

### **Authorized equipment purchases may be made in the following categories:**

1. Personal Protective Equipment (PPE)
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Search and Rescue Equipment
4. Interoperable Communications Equipment
5. Detection Equipment
6. Decontamination Equipment
7. Physical Security Enhancement Equipment
8. Terrorism Incident Prevention Equipment
9. CBRNE Logistical Support Equipment
10. CBRNE Incident Response Vehicles
11. Medical Supplies and Limited Types of Pharmaceuticals
12. CBRNE Reference Materials
13. Agricultural Terrorism Prevention, Response and Mitigation Equipment
14. CBRNE Response Watercraft
15. CBRNE Aviation Equipment

- 16. Cyber Security Enhancement Equipment
- 17. Intervention Equipment
- 18. Other Authorized Equipment

### **Allowable Training Costs**

Funds may be used to enhance the capabilities of State and local emergency preparedness and response personnel through development of a State homeland security training program.

Allowable training-related costs include:

- 1) Establishment of CBRNE and cyber security training programs within existing training academies, universities or junior colleges; and
- 2) Overtime and backfill costs associated with attendance at ODP-sponsored and approved CBRNE and cyber security training courses. Allowable training costs reflected within the LETPP (Section VII) are also allowable with SHSP funds. The target audience for training courses funded must be emergency preparedness, prevention and response personnel, emergency managers and public/elected officials within the following disciplines: firefighters, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security and private security providers. Awareness training for citizen preparedness is also allowable.

Grantees using these funds to develop their own courses should address the critical training areas and gaps identified in the State's Homeland Security Strategy and must adhere to the ODP Emergency Responder Guidelines and ODP prevention and deterrence guidelines. These guidelines and ODP Training Doctrine may be found at:

[http://www.ojp.usdoj.gov/odp/whatsnew/whats\\_new.htm](http://www.ojp.usdoj.gov/odp/whatsnew/whats_new.htm).

**Grantees who wish to use grant funds to support attendance at and/or development of non-ODP sponsored training, must receive approval from ODP prior to using funds for this purpose. Please see Appendix D for the ODP Training Approval Process.** Grantees and sub-grantees using funds to develop courses or to attend non-ODP courses will be required to report the number of individuals trained, by discipline and course level, in their bi-annual strategy implementation reports (see **Appendix C**).

To facilitate the development of training consistent with the ODP Emergency Responder Guidelines and Prevention and Deterrence Guidelines, grantees are encouraged to adopt the current ODP awareness and performance level courses noted below.

Campus Law Enforcement Awareness Training on WMD

AWR-100 Emergency Response to Terrorism: Basic Concepts  
AWR-101 Emergency Response to Terrorism: Basic Concepts (Train-the-Trainer)  
AWR-102 Emergency Response to Terrorism: Basic Concepts (Self-Study)  
AWR 103 WMD Crime Scene Management for Emergency Responders  
AWR-110 Terrorism Awareness for Emergency Responders (Internet)  
AWR-111 Emergency Medical Services (EMS): Basic Concepts for WMD Incidents (Internet)  
AWR-112 Public Works: Basic Concepts for WMD Incidents (Internet)  
AWR-120 Law Enforcement Response to WMD – Awareness  
AWR-121 Law Enforcement Response to WMD – Awareness (Train-the-Trainer)  
AWR-130 Incident Response to Terrorist Bombings – Awareness  
AWR-140 WMD Radiological/Nuclear Awareness  
AWR-141 WMD Radiological/Nuclear Awareness (Train-the-Trainer)  
PER-200 Managing Civil Actions in Threat Incidents (MCATI): Basic Course (Train-the-Trainer)  
PER-225 Law Enforcement Response to WMD – Operations Level (Train-the-Trainer)  
PER-251 Emergency Response to Terrorism: Operations Course (Train-the-Trainer)

**Note:** *In order to deliver these courses, State and local instructors must have been certified to deliver the course by successfully completing ODP's Train-the-Trainer course delivery.*

For a detailed description of each of these courses, please refer to the **ODP WMD Training Course Catalog** located at <http://www.ojp.usdoj.gov/odp/>. Programs of instruction for these courses will be made available upon request for incorporation in State and local training programs.

In addition, allowable training-related costs include:

**1. Overtime and backfill funding for emergency preparedness and response personnel attending ODP-sponsored and approved training classes -**

Payment of overtime expenses will be for work performed by employees in excess of the established work week (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

**2. Training Workshops and Conferences** - Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.

**3. Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support training-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or local unit(s) of government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the State in the design, development, conduct, and evaluation of CBRNE training. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

**4. Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the training project(s) or for attending ODP-sponsored courses. These costs must be in accordance with either the federal or an organizationally approved travel policy.

**5. Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

**6. Other Items** - These costs include the rental of space/locations for planning and conducting training, badges, etc.

### **Allowable Exercise Costs**

Funds may be used to plan for, design, develop, conduct, and evaluate exercises that train homeland security preparedness, prevention and response personnel, evaluate prevention and response plans, policy, procedures and protocols, and assess the readiness of jurisdictions to prevent and respond to a terrorist attack. Allowable exercise costs reflected within the LETPP (Section VII) are also allowable with SHSP funds. Exercises must be threat and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. These manuals provide explicit direction on the design, conduct, and evaluation of terrorism exercises. Exercises conducted with ODP support (grant funds or direct support) must be managed and executed in accordance with HSEEP. (See [www.ojp.usdoj.gov/odp/exercises/State.htm](http://www.ojp.usdoj.gov/odp/exercises/State.htm)) After Action Reports (AAR) must be provided to ODP within 60 days following completion of each exercise (see **Appendix A**). ODP Exercise Managers will be assisting their assigned States throughout development and implementation of exercise programs. States and local units of government should consider their ODP Exercise Managers as their point of contact for questions and concerns regarding implementation of the HSEEP.

Grantees that wish to expend funds on models, games, or simulations must consult with "Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Volume I," which provides an overview

and analysis of existing models, games and simulations. ***This report is available at [www.ojp.usdoj.gov/odp/exercises/State.htm](http://www.ojp.usdoj.gov/odp/exercises/State.htm)***

**Allowable exercise-related costs include:**

**1. Exercise Planning Workshop** - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

**2. Full or Part-Time Staff or Contractors/Consultants** - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

**3. Overtime and backfill costs** – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

**4. Travel** - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with either the Federal or an organizationally approved travel policy.

**5. Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, and non-sterile masks).

**6. Implementation of HSEEP** - Costs related to setting up and maintaining a system to track the completion and submission of AARs and the implementation of corrective actions from exercises, which may include costs associated with meeting with local units of government to define procedures. (*Note: ODP is developing a national information system for the scheduling of exercises and the tracking of AAR/CAPs to reduce the burden on the States and to facilitate national assessments of preparedness.*)

**7. Other Items** - These costs include the rental of space/locations for exercise

planning and conduct, exercise signs, badges, etc. Meeting-related expenses (For a complete list of allowable meeting-related expenses, please review the OJP Office of the Comptroller (OC) Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>).

**D. Unauthorized Program Expenditures**

Unauthorized program expenditures include: 1) expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc), general-use computers and related equipment, general-use vehicles, licensing fees, weapons systems and ammunition; 2) activities unrelated to the completion and implementation of the SHSP; 3) other items not in accordance with the Authorized Equipment List or previously listed as allowable costs; and, 4) construction or renovation of facilities.